



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 19, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 22, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, March 4, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

CE V

Consultant Agreement Engineer
Bureau of Design & Environment
Highways
Springfield

Attachments
40729

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, March 4, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary Range:	\$6,315 - \$10,210
Position Title:	Consultant Agreement Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-50-309-20-01	IPR#:	40729

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Design and Environment/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for evaluating, preparing and processing agreements within established deadlines with engineering firms that provide professional engineering services for the department's annual transportation program and providing internal quality control/quality assurance (QC/QA) of said agreements. S/he develops and conducts training classes related to the consultant agreement process for both internal and external stakeholders.

Special Qualifications:

The following criteria is required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional statewide and out-of-state travel

The following criteria is desired:

- Nine years of experience in civil engineering including five years' experience in public administration, business administration or government operations, three years of which should be engineering-related procurement procedures as well as supervisory experience
- Ability to develop and conduct training classes
- Ability to develop and maintain cooperative relationships with departmental staff, engineering consultants and the FHWA
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

***THIS POSTION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	11/5/15	POSITION:	Consultant Agreement Engineer
APPROVED BY:	Jack Elston	OFFICE/DIVISION:	Division of Highways/Bureau of Design and Environment
CODE:	PW115-23-50-309-20-01	REPORTS TO:	Agreements Unit Chief

Position Purpose

This position is accountable for evaluating, preparing and processing agreements within established deadlines with engineering firms that provide professional engineering services for the department's annual transportation program; and, for providing internal quality control/quality assurance (QC/QA) of said agreements. Develops and conducts training classes related to the consultant agreement process for both internal and external stakeholders.

Dimensions

Annual Number of Agreements:	550 Annually
Fee Volume Negotiated:	\$200 M

Nature and Scope

This position reports to the Agreements Unit Chief as do the Project Support Engineer and the Agreement Manager. Reporting to this position are the Consultant Agreement Administrator and seven Consultant Agreement Managers.

This position functions within an environment which coordinates the negotiation, preparation and execution of consultant agreements for transportation improvements statewide. This position is generally responsible for preparing agreements for the services of professional engineering consultants who have been selected to prepare feasibility, environmental, location studies, land surveys, soils investigations, structural investigations, contract plans, etc. for transportation improvements. The incumbent ensures all costs are "usual and customary" fees and within departmental policies and guidelines, which includes the escalation and extension of costs over the term of the agreement. This position further advises the district offices and central office bureaus of approval or recommended changes in proposed agreements between the consultants and the department; provides internal quality control/quality assurance (QC/QA) of said agreements; and, provides direction to the Consultant Agreement Managers.

Typical problems encountered in this position include resolving issues concerning appropriateness of payroll rates, direct costs, and claims for additional compensation; securing executed agreements within established deadlines; and, ensuring proposed agreements comply with established policy and applicable laws. The greatest challenge for this position is dealing with shifting priorities, changing policies and procedures, and processing agreements in a timely manner to meet established schedules, deadlines and commitments.

The incumbent is personally responsible for updating standards and forms for use in accomplishing the Agreement Unit's mission, such as Departmental Orders, Standard Agreement Provisions for Consultant Services, Procedure Memorandums, and numerous forms used for the selection, negotiation and administration of consultant projects. The incumbent is personally responsible for QC/QA of all consultant engineering agreements prepared by the unit. The incumbent is responsible for analyzing and finalizing consultant cost proposals, which includes performing calculations relative to escalations and extensions of payroll rates, and forwarding recommendations to Agreement Managers for preparation of agreements. In addition, the incumbent is responsible for ensuring that the department's DBE/WBE requirements for each contract are communicated to the appropriate staff for monitoring and compliance.

It is the responsibility of the incumbent to ensure all items of work required to complete preliminary engineering projects are included in the consultant's cost estimate and the fee for each item of work is appropriate. Upon completion of the reviews of consultant proposals, the incumbent will direct the preparation of agreements and obtain necessary signatures and approvals.

The incumbent accomplishes these accountabilities through his/her subordinate staff consisting of:

Consultant Agreement Administrator who is responsible for coordinating, monitoring, and administering the department's annual preliminary engineering program, railroad safety program, and utility adjustments for construction projects.

Consultant Agreement Managers who are responsible for managing consultant agreements by evaluating, preparing and processing agreements within established deadlines to provide professional engineering services for the department.

The incumbent is free to act within guidelines established by departmental policy and applicable laws. The incumbent refers unusual situations or policy deviations to the Agreements Unit Chief for resolution.

Internal contacts include staff within the Division of Highways' district offices and central office bureaus, as well as other offices and divisions within the department. The incumbent is the liaison between the Financial Review & Investigations Section within the Office of Finance & Administration and the Agreements Unit. External contacts include staff from consultant engineering firms and the Federal Highways Administration. This position requires occasional statewide and out-of-state travel.

The effectiveness of this position is measured by the incumbent's ability to secure agreements in an expeditious manner to meet the department's program goals and established deadlines. Effectiveness is also measured by the number, value and quality of agreements processed; and, the incumbent's ability to resolve conflict and manage a large number of projects with changing priorities, while complying with departmental policy and procedures.

Principal Accountabilities

1. Assigns work and manages work flow of subordinates.
2. Secures executed agreements with consultants for specific projects within scheduled time limits.
3. Ensures agreements and supplements meet established standards (QC/QA) and fees are appropriate for services provided.
4. Develops sound procedures and comprehensive analyses of all proposals and agreements.
5. Recommends final execution or other disposition of agreements to the Director of Highways.
6. Develops and maintains cooperative relationships with departmental staff, engineering consultants and the FHWA.
7. Develops and conducts training classes related to the consultant agreement process for both internal and external stakeholders.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.